

**Headquarters “As Is”: Table
SC-60: Office of Resource Management
Draft: November 18, 2002**

#	ROLES	RESPONSIBILITIES	AUTHORITIES	ACCOUNTABILITIES
1	Formulate Budget	<ul style="list-style-type: none"> manage SC budget formulation process on behalf of the Director serve as principal budget advisor to the Director direct/evaluate formulation of budget documents/material prepared by SC offices to ensure consistency with OMB/DOE/SC-1 policies and guidance prepare/review data for Director’s Congressional testimony, statements for OMB hearings, speeches and presentations coordinate/review/advise on responses to hearing questions, statements for the record, transcripts advise Director and Associate Directors on strategies for defense of proposed budgets to DOE, OMB, OSTP, Congress serve as liaison/principal point of contact with Office of Chief Financial Officer, Office of Management and Budget, and Congressional Authorization and Appropriations Committee staffs submit proposed SC budget to CFO 	<p>Director of Science</p> <p>DOE 130.1 DOE Budget Formulation Handbook CFO Budget Calls OMB Circular A-11, “Preparation & Submission of Budget Estimates” Government Performance and Results Act of 1993</p>	Director, Principal Deputy Director, Deputy Director for Operations and Chief Financial Officer
2	Execute Budget	<ul style="list-style-type: none"> manage appropriated SC program funds to ensure use is in accordance with intent of appropriation ensure that financial restrictions are not violated, and that proper accounting controls and practices are maintained prepare monthly Approved Funding Plan, including program guidance and work authorizations operate financial management information system for SC programs to provide accurate/timely data for Director, Associate Directors, OMB, Congressional committees, etc. provide direction/guidance on financial and budgetary matters to various SC field offices, laboratories, and contractors/grantees for SC programs 	Director of Science	Director, Principal Deputy Director, Deputy Director for Operations and Chief Financial Officer
3	Manage SC Program Direction Budget	<ul style="list-style-type: none"> prepare/consolidate/defend SC-wide staffing budgets analyze/justify full-time equivalent requirements coordinate/consolidate Field Program Direction budgets prepare Q&As, testimony, presentations, etc., on SC Program Direction budget execute Program Direction budget at Headquarters advise Field on budget execution matters track FTE utilization against staffing ceilings, projected versus actual costs, etc. track and report on funds utilization, uncosted balances, etc., for entire SC Program Direction budget manage the Working Capital Fund for SC 	Director of Science	Director, Principal Deputy Director, Deputy Director for Operations
3	Manage Financial Assistance, Procurement and Contracting	<ul style="list-style-type: none"> provide expert advice to Director and SC HQ regarding acquisition, financial assistance and contract/grant management issues review/analyze proposed Federal and DOE acquisition, financial assistance and business management acquisition policies/procedures; develop SC 	<p>Director of Science</p> <p>10 CFR 600 (DOE Financial Assistance Program)</p>	Director, Principal Deputy Director, Deputy Director for Operations

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		position/policy on these issues <ul style="list-style-type: none"> provide expert independent advice/analyses/recommendations on patent/copyright matters, make or buy determinations, small and disadvantaged business requirements, support service contracts, organizational conflicts of interest, technical reporting and technology transfer issues make final determinations on clearance of HQ noncompetitive procurement actions; organizational conflict-of-interest reviews; urgency statements related to procurement actions; and SC program competition advocacy functions manage systems to process and record both competitive and unsolicited proposals and applications and contract and financial assistance awards actions publish solicitations and receive proposals for all SC grants and SC HQ support service contracts give proposals to program offices for appropriate technical evaluation and merit review assure all procurement documentation is complete, then submit to contracting officers for award SC point of contact for DOE e-procurement initiatives prepare letters notifying Congress of SC financial assistance awards 	10 CFR 605 (SC Financial Assistance Program) Federal Grants & Cooperative Act, U.S.C. § 6301 Department of Energy Acquisition Regulation (DEAR) Federal Acquisition Regulation (FAR)	
4	Manage/Coordinate HQ Systems & Processes Related to Human Capital Management	<ul style="list-style-type: none"> provide advice, analyses and operational support for SC HQ organizations relating to human capital management perform strategic management analysis of human capital, including position management and succession planning at HQ, and overall SC workforce planning manage SC HQ employee development/training programs conduct SC HQ classification, staffing and recruitment of General Schedule positions (GS-1 through 15); one specialist in ME-532 assigned to service SC shares part of the workload obtain approval from ME-532 for advance in hire actions (i.e., above step 1) coordinate with Executive Resources (ME-531) on all Senior Executive Service recruitment actions for SC manage/coordinate Senior Executive Service performance and recognition process with executives at HQ and in the Field manage/coordinate SC HQ performance appraisal systems for Excepted Service and General Schedule employees manage SC HQ awards and recognition program; approve On-the Spot awards (up to the maximum of \$500), obtain approval from ME for Special Act awards over \$3,000 and time off awards over 27 hours; obtain authorization from OPM for awards in excess of \$10,000 coordinate DOE and SC hiring controls for HQ and Field advise and report on Equal Employment Opportunity/diversity matters prepare paperwork for Intergovernmental Personnel Act (IPA) assignments; coordinate with gaining program office, the individual, and his/her home institution; obtain concurrence from General Counsel, Chief Financial Officer and Office of Management, Budget and Evaluation for financial disclosure, conflict of interest, travel/per diem, etc. Note: effective 10/1/02, SC program 	Director of Science Delegation Memorandum from ME to Kathy Yarmas, Human Resource Specialist, for classification, staffing & recruitment of GS-1 through 15	Director, Principal Deputy Director, Deputy Director for Operations

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		offices are responsible for this activity. <ul style="list-style-type: none"> serve as central point of contact on control of allocation of M&O contractor detailees on assignment to HQ coordinate summer hire and special emphasis program at SC HQ central point of contact for competitive sourcing/A-76 activities serve as SC liaison/principal POC with HQ union (two chapters) 		
5	Provide Management and Administrative Support to SC HQ	<ul style="list-style-type: none"> manage/coordinate SC Federal Managers' Financial Integrity Act (FMFIA) activities; consolidate Summary Management Reviews of all SC HQ and Field Offices and prepare SC's annual Assurance Memorandum central coordination point for SC HQ General Accounting Office and Inspector General audit activities; arrange entrance/exit conferences; advise lead office on preparation of management decisions; prepare SC HQ reports to CFO on status of audit reports; coordinate issues that are at LPSO level prepare documents/coordinate reorganizations of HQ and Field with ME POC for review/comment on draft DOE directives; assign HQ subject matter experts to review/comment on draft directives; collect/transmit SC-wide comments; facilitate resolution of major issues POC for review/comment on draft legislation and testimony; distribute drafts to appropriate individuals/offices for review; consolidate comments and facilitate resolution of conflicting views to represent single SC position coordinate Freedom of Information Act/Privacy Act activities at HQ; assign responsibility to appropriate offices at HQ or the Field; provide guidance coordinate Federal Advisory Committee Act charter and membership renewals with SC HQ program offices manage space allocations at HQ provide administrative support to the Immediate Office of the Director, such as ordering furniture, phones, etc. manage purchase card transactions for products and services (temporary secretarial support, journals, conference facilities, etc.) for SC HQ provide advice and assistance on Federal travel and foreign travel policies and systems; conference management 	Director of Science	Director, Principal Deputy Director, Deputy Director for Operations
6	Manage Day-to-Day Operation of Office of Resource Management	<ul style="list-style-type: none"> provide policy/management oversight and guidance for Office activities provide day-to-day policy and management direction/guidance for personnel supervise/appraise/review performance of staff manage workload & personnel resources; set priorities authorize/approve administrative activities (travel, leave, etc.) 	Director	Principal Deputy Director, Deputy Director for Operations
7	Execute Daily Administrative Activities for Office	<ul style="list-style-type: none"> process timesheets, make travel arrangements, provide clerical support (word processing, phone messages, photocopying, etc.) arrange office moves/telephone service, order furniture & supplies, etc. 	Director	Principal Deputy Director, Deputy Director for Operations